INFORMATION SERVICES PLANNING WORKING GROUP MEETING

OF THE CIA INFORMATION SYSTEMS

12 August 1983, 1330-1430 hours, 7D64 HDQS

Agenda

I.   Old Business

   A.   Minutes of the Last Meeting

   B.   Selection of Working Group Officers

   C.   Discussion of Working Group Charter

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II. Briefing on CIA's Information Structure from DDO's
   Perspective   C/MPG/IMS/DO)

III. Discussion of Planning Issues and Methodology

IV. NEXT MEETING: Friday, 26 August 1983, 1400 hours
                           Room 7D64 HDQS

                Topics: Discussion of Planning Issues and Methodology
                           (continued)

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9 Aug· 1983

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MEMORANDUM FOR: Information Services Planning Working Group Members

25X1 FROM: _____

Working Group Coordinator

25X1 SUBJECT: Minutes of the 28 July 1983 Working Group Meeting

1. The Information Services Planning Working Group of the CIA Information Systems Board held a meeting on Thursday, 28 July 1983.
25X1 Participants included _____
25X1

(PS/PCI)
25X1 with Clare Rice (D/OCR) serving as monitor.

25X1   2. _____ convened the meeting and distributed copies of
25X1 _____ notes to members on the planning
issues before the group. New members introduced themselves and the
25X1 minutes of the last meeting were read and corrected. _____
asked members to be prepared to select officer(s) of the group at the
next meeting. The group agreed that any member who wished to
25X1 volunteer for the chairmanship should contact _____

25X1   3. _____ presented a proposal that the Planning Group
endorse a request to ODP to make users of Wang terminals capable of
transferring files to other Wang users not on any local net, as well
25X1 as to VM terminal users. The group agreed that _____ proposal
should be passed on to the Workstation Environment Working Group for
25X1 their consideration.

   4. The group then took up a discussion of planning issues.
25X1 _____ suggested that the group should concentrate on the
planning process first before a consideration of planning issues.
Several members commented on the planning procedure (or lack of
25X1 procedure) used by their component. _____ remarked that the
DDI has attempted ADP planning but has not been totally successful.
He commented on the need to tie planning more closely to the budget
process and hoped that the Working Group would resolve some of the
planning problems in time for the next DDI plan to take advantage of
25X1 the recommendations. _____ suggested that the group begin by
studying the information structure at CIA and passed out a chart of
how such a structure would look for substantive information flowing
25X1 from collection through policymaker. _____ agreed to brief the
next meeting of the working group on the Agency's information
structure as viewed by the DDO, including a discussion of DDO
information systems and services designed to improve the efficiency of
25X1 this structure.

   5. The next meeting is scheduled for Friday, 26 August 1983, at
25X1 1400 hours in room 7D64, Headquarters.

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Summation of Plan

A. Architecture-"Wire-up" the Agency
      Cluster Centers
      Washington Area Connectivity

B. Office Automation
      Terminals
      Software
            Secondary
                  Voice store & forward
                  Teleconferencing
                  Artificial Intelligence

C. Processing Systems
      Mainframes

D. Carrier Systems and Communications
      DC Area
      Headquarters Bus

E. Dissemination and Distribution
      MHF
      Cluster Center Front/Back end

F. Administrative Systems
      Current plans

G. Scientific and Technical Facilities
      Specialized processer
      Expertise

H. Information and Information Resources
      Information Management
      Archiving

I. Security
      Standard motherhood
      Secure gateways

28 July 1983

MEMORANDUM FOR: Members of the Information Services Planning
Working Group

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FROM: _____
Working Group Coordinator

SUBJECT: Minutes of the 15 July 1983 Working Group Meeting

1. The Information Services Planning Working Group of the CIA
Information Systems Board met for the first time on Friday, 15 July
1983. Participants included _____

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25X1

_____ Bill Donnelly (D/OC) and Clare Rice (D/OCR) serving as
monitors.

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2. _____ convened the meeting and distributed copies of the
agenda, a proposed charter for the working group and rosters of the Board
and all working groups, and copies of the Strategic Plan for Information
Handling Systems.

3. After members reviewed the handouts, each introduced him or
herself to the group. Mr. Donnelly charged the group with focusing on
the priority issues and having guidance on those available to the Board,
rather than attempting to deal with all the issues and problems in the
information services arena. He stated that his role in the group would
be to see that the attentions of the group remained focused and that the
work got done. _____ observed that the group had a "full platter"
before it and that the Planning Working Group probably was the most import-
ant because it would determine "where we are going in information services."
He cautioned, however, that the group should not hope to effect much change
in the near term because "massive outlays of capital in the past have locked
us into some solutions," but urged the group to think about the future of
5 to 10 years. Mr. Rice reminded the group that its charter was to plan all
information services--not just automated systems--and cautioned members not
to let hardware and technology drive decisions.

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4. _____ discussed the first Information Systems Board meeting
held on 27 June 1983 and answered members' questions about the structure,
functions, and goals of the Board and working groups. Members agreed that
representatives from CRES, FBIS and NPIC would be a valuable addition to the
working group. Members also requested copies of the ODP Strategic Plan
(which will be available the first week of August 1983), the Communications
Strategic Plan and the DDI Analytical Support Group Plan. _____ recom-
mended that members exchange their VM user identifications so that those
with access to terminals could exchange information via AIM.
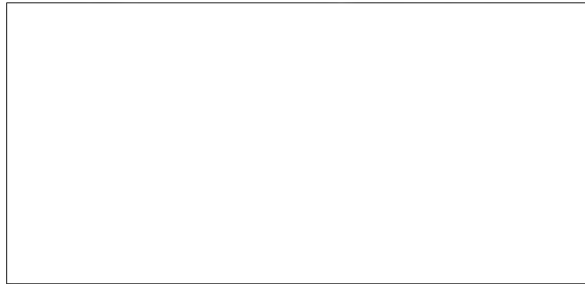
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5. [   ] then followed with a briefing on the work of the Information Handling Architect's staff and summarized that final report. (An outline of that summary was handed out and is attatched to this memorandum.) He cautioned working group members to use the Architect's report as a reference tool or primer, but not to consider it the Bible. He further discussed some of the problems the earlier group had discovered and assessed the pitfalls of such projects.

6. The next meeting is scheduled for Thursday, 28 July 1983 at 0930 hours it room 7D64, Headquarters. The group will continue the discussion of planning issues begun by [   ]

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